



Indianapolis Metropolitan Police Department

GENERAL ORDER

4.25

INCIDENT REPORTING

POLICY

It is the policy of the Indianapolis Metropolitan Police Department (IMPD) to ensure uniformity, thoroughness, accuracy, and completeness in incident reporting. The incident report ensures uniformity in reporting procedures and is the official record concerning the investigation of an incident or offense. Incident reports are critical in determining statistics, personnel and equipment needs, and crime analysis. Therefore, the completed report must be precise and contain enough information to accurately reflect the reported incident.

Whenever a citizen requests a report be made, it is the policy of this department that an officer will complete an incident report.

PROCEDURE

I. Incident Reporting

- A. If an in-service officer is approached by a citizen who requests an incident report, it is the responsibility of that officer to complete the report. This includes officers who are dispatched to the scene of a complaint, officers who observe a reportable incident, officers who are flagged down by a citizen, or officers who are informed of the incident.
- B. In cases where an officer arrives at an incident scene (e.g., a burglary), and the victim is unable to be contacted, the officer must notify the Communications Center of the situation and prepare an initial incident report containing as much information as possible, including:
 - 1. Owner, entry information, damage, statistics, etc.;
 - 2. Complainant information;
 - 3. What type of investigation was completed; and
 - 4. How the property was secured.

NOTE

If the proper persons are contacted after the original report is submitted, a supplement must be made to the original report under the same case number.

- C. When conducting an investigation on any reportable incident or arrest where the premises has an alcoholic beverage permit, the following information must be included in the report:
 - 1. The complete name and address of the business; and
 - 2. The Alcoholic Beverage Commission license number and expiration date.
- D. Reporting Procedure
 - 1. If an incident necessitates a report, a case number will be assigned through the Computer Aided Dispatch (CAD) system.
 - 2. All incident reports that include a custodial arrest and a probable cause must be submitted before the officer marks in service.



3. All other incident reports must be submitted before the end of the tour of duty. Under normal conditions, incident reports should be submitted before the officer marks in service.
4. When the incident reporting system becomes inoperable, an advisory message will be broadcast via radio, MDC, pager, or other available means. When that occurs, the following procedures must be followed:
 - a. On a custodial arrest, the probable cause affidavit or its contents must still be received by the Marion County Prosecutor's Office in a timely manner.
 - i. Officers may physically deliver the signed probable cause affidavit to the APC by:
 - (a). Placing the probable cause affidavit in the prosecutor's drop box located in the sally port;
 - (b). Placing the probable cause affidavit in the tray in the front lobby of APC; or
 - (c). Taking the probable cause affidavit directly to the APC Screening office.
 - ii. Officers may also scan and email the signed probable cause affidavit or its contents to MCPOAPC@indy.gov.
 - (a). If emailing a long form for OVWI arrest, the form must always be signed prior to scanning and emailing.
 - (b). If emailing the probable cause affidavit or its contents, all pertinent victim and/or witness information shall always be included in the email for screening purposes, if applicable (i.e., granting protective orders and issuing subpoenas).
 - iii. If physically or electronically delivering a sign probable cause is not feasible, the probable cause or its contents may be emailed, unsigned, to MCPOAPC@indy.gov.
 - b. The incident report must be submitted as soon as the reporting system becomes operational again.

E. Supervision of Report

1. Supervisors shall routinely monitor incident reports submitted by their subordinates. They shall review and approve/disapprove the submitted reports.
2. During the review process, supervisors are required to ensure:
 - a. An offense is listed and matches the facts of the narrative;
 - b. Media section is substantial and contains a narrative excluding names, personal identifiers, and specific addresses;
 - c. "Incident location" identifies where the incident occurred and is geo-verified. Officers should refrain from using IMPD building locations, unless the incident occurred there;
 - d. Property is listed and classified properly in the "Property" section, if necessary. If property is listed or mentioned in the narrative, it shall be listed in the "Property" section;
 - e. The narrative is reviewed to verify the facts are logical, free of obvious spelling and grammatical errors, in chronological order, and clear to the reader;



- f. The report is routed to the appropriate investigative unit responsible for investigating the type of reported incident as outlined in General Order 5.9. – *Investigative Responsibilities*. If the approving supervisor is unsure where to route the report, the report should be sent to the district where the district booking supervisor will make the determination and transfer the case to the appropriate unit for investigation; and
- g. Validation warnings are acknowledged and managed appropriately. Under most circumstances, this includes returning the report to the officer for correction or justification.

F. Supplements to Original Reports

1. Officers shall not change, correct, amend, or otherwise revise an original incident report after it has been submitted.
2. Officers needing to add or correct information shall make a supplement report to the original incident report under the same case number. The supplement should contain information which may have been excluded from the original report, or was unavailable at the time the original report was submitted.

II. Field Reporting and Management

- A. It is the policy of IMPD to log every incident in one or more of the following categories if the incident is alleged to have occurred in the department's jurisdiction. All incidents reported to IMPD requiring action will be logged in the CAD system. This includes:
 1. Citizen reports of crimes;
 2. Citizen requests for service when:
 - a. Personnel are dispatched;
 - b. Personnel are assigned to investigate; and/or
 - c. Personnel are assigned to take action at a later time.
 3. Criminal and non-criminal cases initiated by department personnel; and
 4. Incidents involving arrests, citations, and summonses.
- B. The following should be used as a guide to help determine when a report should be completed. Using these guidelines, officers must decide if a report is necessary based on a combination of training, experience, and supervisory direction. A supervisor should be consulted when there is doubt about the necessity of a written report.
 1. Offense/Arrest Reports shall be required for the following:
 - a. A person is taken into custody;
 - b. Any investigation of an Indiana Criminal Code, Title 35 offense;
 - c. A person is reported as missing or a runaway;
 - d. When directed by any department order;
 - e. When directed by a supervisor;
 - f. Any other incident or event which could bring liability upon the officer and/or department; or
 - g. Any summons issued to a person (non-custodial arrest).

**NOTE**

If an infant is surrendered to an emergency medical services (EMS) provider under the Safe Haven law, officers should not complete a report unless there are obvious signs of abuse or neglect. The EMS provider shall immediately notify the Department of Child Services who will assume care and custody of the infant. (IC 31-34-2.5)

2. Other reports that should generally be made include, but are not limited to:
 - a. Crash reports as required by law;
 - b. Supplementary reports when new information is obtained on a previously reported incident;
 - c. Supplementary reports on follow-up investigations;
 - d. Supplementary reports when assistance is given on a reportable offense/arrest;
 - e. Search or arrest warrants; or
 - f. Other citizen complaints.

C. The forms used in field reporting include, but are not limited to:

1. Officers Arrest Report (OAR) – used for all adult arrests;
2. Uniform traffic tickets;
3. Traffic warnings;
4. Vehicle tow slips;
5. Local ordinance violation tickets;
6. Juvenile Fact Sheet – used for all juvenile arrests;
7. Immediate Detention form;
8. Domestic Violence Purple Sheet
9. Naloxone form; and/or
10. Missing Persons form.

III. Distribution

The IMPD Citizen Services Center handles all public requests for copies of reports and distributes all requested information in accordance with Indiana State Law and department policy.